

CITY OF MILPITAS  
Effective: February 6, 2001  
EEOC: Professional  
FLSA: Exempt  
Unit Exempt  
Physical: 6

Community Services Projects Manager  
Exempt Management

DEFINITION

Under general direction, the Community Services Project Manager provides oversight over community based capital improvement projects. The position requires knowledge of a wide variety of community type projects which include projects such as the new City Hall, Public Library, Public Parks, sports and recreation facilities, and public works related projects (i.e. street and utility projects); supervise and train staff; may be assigned nights, weekends, and at various sites.

SUPERVISION EXERCISED

Exercise direct supervision over professional engineers, para-professional and support staff.

EXAMPLES OF DUTIES - *Duties may include, but are not limited to, the following:*

Assume management responsibility for services and activities of the Community Services Department related to infrastructure construction including large capital improvement projects.

Develop and implement departmental goals and policies, staffing levels, and administer policies and procedures in accordance with the City's policies and procedures.

Perform specialized and complex aspects of professional civil engineering;

Plan, direct, coordinate, and review the work plan for the assigned projects;

Prepare and interpret project schedules,

Negotiate design and construction contracts; manage consultants and contractors.

Review and recommend approval of construction change orders,

Assist in the preparing and monitoring of project budgets and expenditures;

Provide reports and updates to the Director as required;

Plan, organize, direct, supervise, train, and evaluate the work of the assigned staff.

Assist in the development and implementation of the Department's goals, objectives, policies, procedures, and work standards.

Make presentations at City Council, Planning Commission and public meetings as required; represent the City on a variety of committees internal and external;

Keep abreast of laws, principles and techniques of civil engineering and construction methods and to maintain current knowledge in performance of job while employed at the City.

Perform other related duties as assigned.

### QUALIFICATIONS

Knowledge of: Working knowledge of Civil Engineering principles and methods in hydraulic design, storm and utility systems, soil properties, and public works related fields in the design of public streets, parking lots and park and recreational facilities; principles of organization, administration, and budget management; principles and practices of management, supervision, training, and performance evaluation; Public Contracts Code

Ability to: Plan the work of professional and para-professional staff; prepare, analyze, and make recommendations pertaining to programs; review and interpret complex engineering plans; analyze and compile programmatic statistical data; provide professional leadership and direction; apply budgeting principles; manage, direct, train, coordinate and evaluate the work of staff; recommend and implement goals and objectives for efficiencies; prepare clear and concise reports; research, analyze, and evaluate service delivery methods and techniques; interpret and apply policies, procedures, laws, and regulations; establish, maintain, and foster positive and harmonious working relationships with those contacted in the course of work; prepare and present clear and well-organized written and oral reports to City Council, City administration, and others as required; analyze, interpret, explain, and apply laws; develop and implement administrative and departmental policies, procedures, and rules; exercise sound, independent judgment within general policy guidelines.

Skill to: Effectively use automated information systems, including use of a personal computer and software applications such as project scheduling and spreadsheets.

Special Requirements *Essential duties require the following physical abilities and work environment:* Ability to work in a standard office environment as well as the ability to negotiate a construction site which may require the ability to climb ladders or temporary stairs; able to travel to various locations maintain a valid California Driver's License and a good driving record throughout employment.

## EXPERIENCE AND EDUCATION

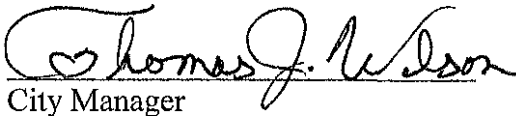
*Any combination of experience and education that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:*

### Education/Certifications:

A Bachelor of Science degree from an accredited college or university with major course work in Civil Engineering is required. A Civil Engineer License within the State of California is required at the time of employment (or through licensing reciprocity with other U.S. States is qualifying).

### Experience:

Three (3) years of professional experience in managing a number of large and small community based capital improvement projects including one (1) year of supervisory or project lead experience.

  
City Manager

2-16-01  
Date